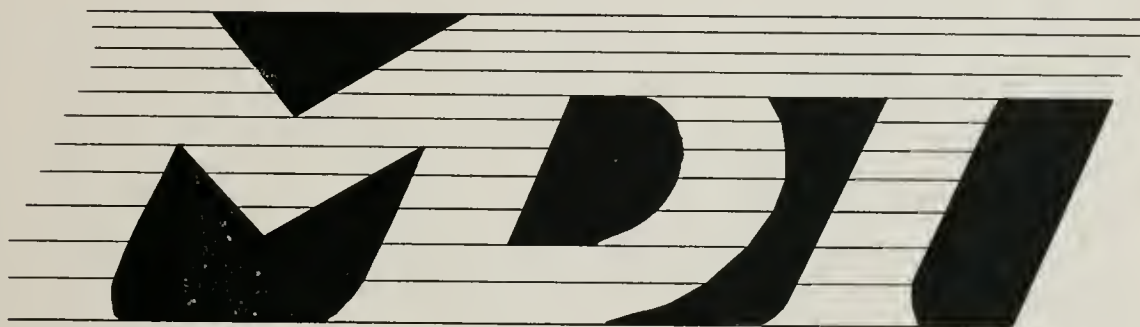


S  
331.133  
T6aap  
1996

# MONTANA

## DEPARTMENT OF TRANSPORTATION



STATE DOCUMENTS COLLECTION

AUG 04 2000

MONTANA STATE LIBRARY  
1515 E. 6th AVE.  
HELENA, MONTANA 59601

### AFFIRMATIVE ACTION PLAN

1996 ACCOMPLISHMENTS

1997 ACTION ITEMS

MONTANA STATE LIBRARY



3 0864 0010 3541 2

## **1996 AFFIRMATIVE ACTION PLAN**

Including 1995 AAP Accomplishments

### **MONTANA DEPARTMENT OF TRANSPORTATION**

Civil Rights Bureau  
2701 Prospect Avenue  
Post Office Box 201001  
Helena, MT 59620-1001

Marvin Dye - Director, Department of Transportation  
Russ McDonald - Administrator, Human Resources Division

Vicky A. Koch - Acting Chief/EEO Program Officer  
Sam Prestipino - Acting Chief/Labor & ADA Program Officer  
Fran Viereck - EEO/Labor Compliance Specialist  
Wes Underwood, DBE Supportive Services Program Specialist  
Misty Hammerbacker - DBE Program Specialist  
Debbie Riemann - Administrative Support  
Ken Elgen - Administrative Aide (Temporary)



## TABLE OF CONTENTS

### ORGANIZATIONAL CHARTS

Montana Department of Transportation .....	i
Human Resources Division .....	ii
Civil Rights Bureau .....	iii

### POLICY STATEMENTS

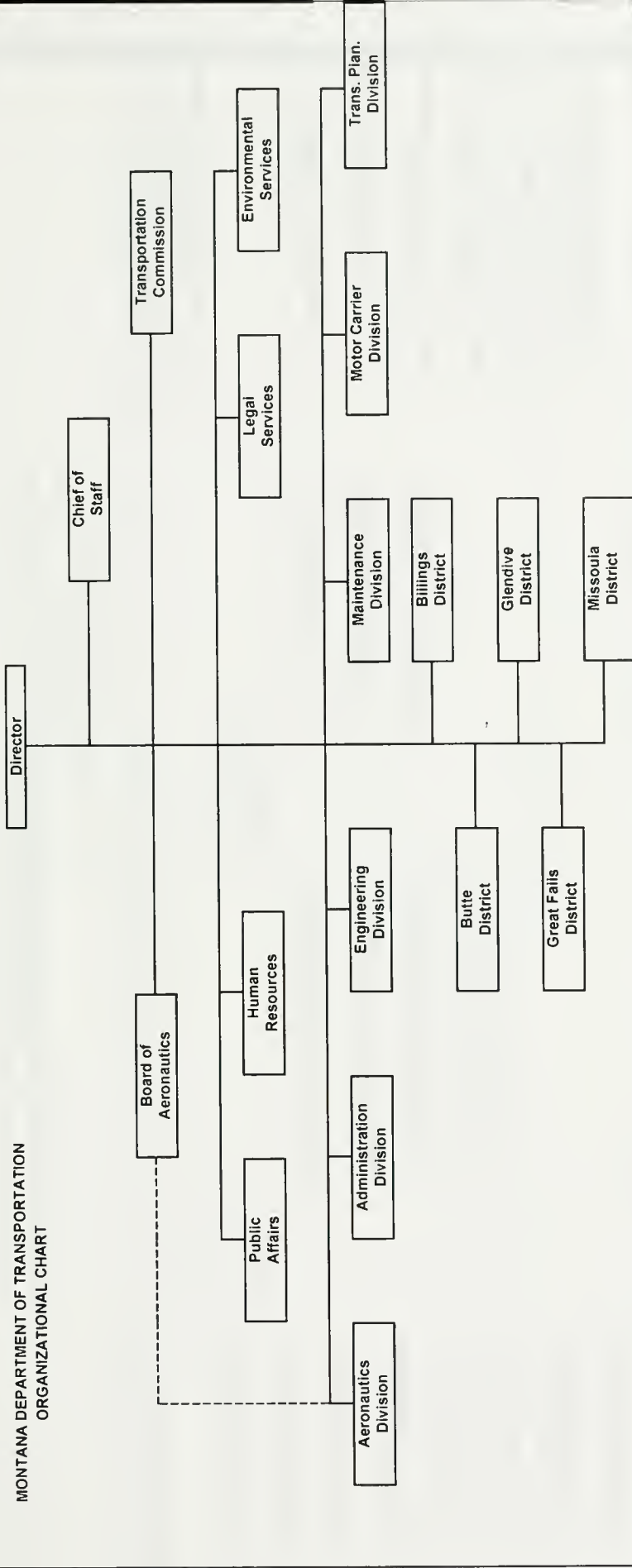
Equal Employment Policy .....	iv
Sexual Harassment Policy .....	v
Americans with Disabilities Act Policy .....	vi

<b>PART I - Contract Compliance Program .....</b>	<b>1</b>
A. Organization, Resources and Structure .....	2
B. Compliance Procedures .....	2
C. Accomplishments .....	4
1. Contract Compliance Review Activities for Calendar Year / Construction Season 1996 .....	4
2. Contract Sanctions .....	5
3. Complaints .....	5
4. Innovative Programs - Action Items Planned for Calendar Year 1997 .....	5

<b>PART II - Internal Affirmative Action Program .....</b>	<b>6</b>
A. Program Overview .....	7
1. Overall Status .....	7
2. Progress on Action Items from Previous Update .....	7
3. Complaints .....	8
B. Personnel Policies - Practices .....	8
1. Applicant Flow .....	8
Internal Applicant Flow Chart .....	9
External Applicant Flow Chart .....	11
2. Progress in Female and Minority Hiring Goals .....	12
Separation Report .....	13
Separation Chart .....	14
Training Report .....	15
3. Action Items Planned for Calendar Year 1997 .....	15
C. Employment Statistical Data .....	16
1990 Census Statistical Data .....	16
Under - Represented 96 Chart .....	16
Five Years Goals Chart .....	17
Training - Adverse Impact Analysis .....	17
EEO 4 Report Form .....	18



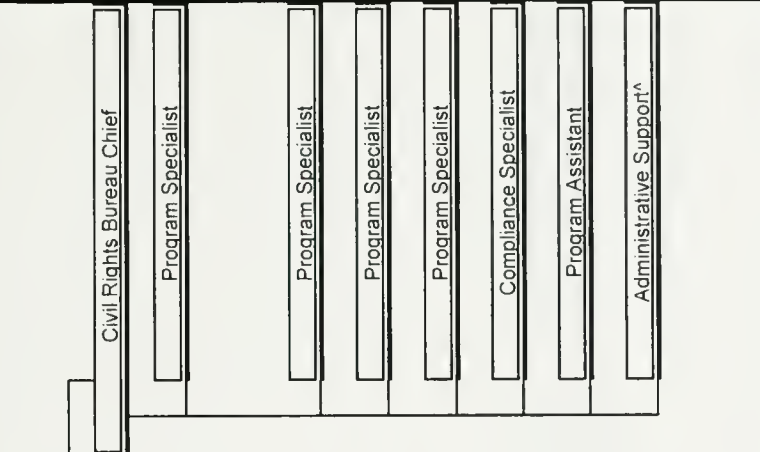
MONTANA DEPARTMENT OF TRANSPORTATION  
ORGANIZATIONAL CHART







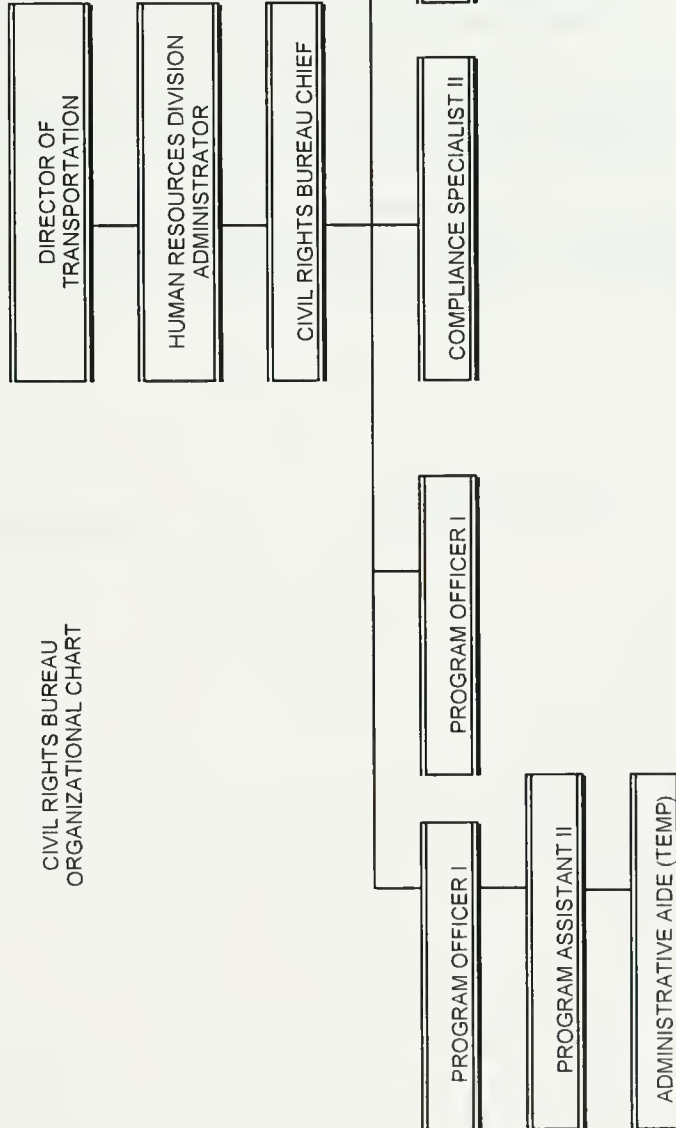
## Human Resources Career Exec. Asst.



ii



CIVIL RIGHTS BUREAU  
ORGANIZATIONAL CHART





## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Montana Department of Transportation (MDT) is an equal opportunity employer. No person will be denied employment or otherwise be subject, in any term or condition of employment to discrimination based on sex (including sexual harassment), race, color, creed, religion, national origin, age, disability, marital status or political beliefs.

MDT will take affirmative action to equalize employment opportunities at all levels of Agency operations where there is evidence there have been barriers to employment for those groups of people who have traditionally been denied equal employment opportunity.

All MDT employees are protected from retaliation for lawfully opposing any discriminatory practice, including filing an internal complaint, the filing of a union grievance, and the initiation of an external administrative or legal proceeding or testifying in or participating in any of the above.

s/s: Marvin Dye, Director  
Montana Department of Transportation

January 2, 1997



## SEXUAL HARASSMENT POLICY

It is the policy of the State of Montana that all employees have a right to work in an environment free from all forms of discrimination, including harassment.

It is understood that sexual harassment is against the law and the State of Montana is committed to the prevention of all forms of sexual harassment in the work place. In addition, the State of Montana prohibits retaliation against any employee because they have made a report of alleged sexual harassment or against any employee who has testified, assisted, or participated in any manner in an investigation of a report.

Sexual harassment is generally defined as unwelcome sexual advances, request for favors and other verbal, physical and/or visual contact of a sexual nature when:

- ◆ Submission is made either explicitly or implicitly a term or condition of an individual's employment.
- ◆ Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
- ◆ Obtain a copy of the MDT sexual harassment policy.
- ◆ Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or otherwise offensive work environment.

Employees should report sexual harassment as soon as possible after the incident or action occurs. If employees feel they are being sexually harassed, they should take the following steps:

- ✓ Inform the individual that his/her behavior is unwelcome, offensive or inappropriate. Do not assume that the problem will go away.
- ✓ If the employee is unable to confront the harasser or if the behavior continues, notify the supervisor, the next level supervisor or the MDT EEO Officer.
- ✓ Keep notes. Keep a record of dates, times, places, witnesses and describe each incident.

If the employee wishes to report or file a complaint:

- # Refer to the MDT Discrimination Complaint Policy which is posted in all MDT facilities, or
- # File a complaint with the Montana Human Rights Commission, P. O. Box 1728, Helena, Mt. 59620, (406)444-2884

s/s: Marvin Dye, Director  
Montana Department of Transportation

January 2, 1997





## **AMERICANS WITH DISABILITIES ACT POLICY**

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protects from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees having disabilities with reasonable accommodations that do not impose undue hardship. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies, and labor organizations.

s/s: Marvin Dye, Director  
Montana Department of Transportation

January 2, 1997



**Part I - Contract Compliance and External  
EEO Program Information**



**Part I of the EEO-AAP Update covers the period from January 1, 1996 to December 31, 1996.**

#### **A. Organization, Resources and Structure**

**Sam Prestipino** is the Civil Rights Bureau's Program Officer for EEO Contract Compliance, Labor Compliance and ADA. For the past 21 months, Sam has also shared the Bureau's Acting Chief responsibilities. Sam received the Governor's Award for Excellence in Performance from Governor Marc Racicot in September. Sam attended the National Civil Rights Conference in August, regional labor compliance training in September and an EEO Round Table discussion in July.

**Fran Viereck**, Compliance Specialist, performs all Bureau EEO contract compliance reviews statewide, investigates labor complaints, trains federal-aid contractors and referral sources clients in EEO and labor issues. Fran attended the annual regional workshop on DBE and contract compliance in April and regional labor compliance training in September.

#### **B. Compliance Procedures**

The Compliance Specialist provided labor and sexual harassment training to three non-traditional employment programs for women (Gearing Up in Missoula and on the Flathead Reservation and the Career Training Institute in Helena). This training occurred in January, May and July.

In March, the EEO Contract Compliance Program Officer, the Compliance Specialist and the DBE Supportive Services Program Specialist trained federal-aid highway contractors in labor compliance, EEO contract compliance and new in-house DBE supportive services. Two sessions each were conducted in Helena and in Billings. The morning sessions focused on contractors who are new to federal-aid work; the afternoon sessions were for experienced contractors. A total of 60 firms were represented with 80 attendees.

The Montana "Women in Trades and Technology" (WITT) brochure was distributed to contractors for the first time at the annual contractor training sessions. WITT's focus is to help integrate women into non-traditional training opportunities and employment. WITT brochures were also given to contractors at each of the season's compliance reviews.

In the 1996 FHWA Form PR-1391, we requested an hours count and an employee count. From the statistics obtained, Montana surpassed the required 6.9% FHWA/EEOC female employment goal in all classifications: Operators - 8%, Truck Drivers - 11%, Carpenters - 8%, and Laborers - 23%. Minority hours exceeded goals in three of the four major classifications: Operators - 20%, Truck Drivers - 30%, Laborers - 24%, and Carpenters 1%.

An MDT non-traditional training opportunities brochure was created by the Compliance Specialist in October to cover a more comprehensive list of active statewide non-trad programs. The brochure will be given to contractors and MDT personnel.

In July, the Compliance Specialist presented EEO and labor information to heavy equipment operator students in the Flathead Reservation's JTPA/JOB program.

Informational interviews were completed in July, August, October and November by the Compliance Specialist who visited the following referral sources around the state

- **Non-Traditional Program for Women,**  
Great Falls Job Service, Great Falls
- **Indian Development and Education**  
**Alliance,** Miles City
- **Project Tool Box** Career Development  
Center, Miles Community College, Miles City
- **Women's Center Employment and Training**  
**Program,** YWCA, Billings
- **Career Futures,** Butte

These interviews facilitated the Compliance Specialist's understanding of the services the programs provide, their use of MDT bid letting and vacancy announcement information and their referrals to and recruitment from statewide contractors.

The Operating Engineers and MCA Training Trust requested a labor and EEO presentation in April, which was provided by the Compliance Specialist.

The Compliance Specialist completed two field inspections this construction season. one provided some cross-training for the Bureau's Program Assistant and the other was used to glean more information on a possible contractor EEO complaint

Photos, of women in non-traditional occupations, were taken by the Compliance Specialist on nearly every compliance review in an attempt to showcase able and competent women who work on federal-aid projects. The photos have been used in MDT brochures and newsletters

In September, the Compliance Specialist and the Internal EEO Program Officer obtained a letter of appreciation from Governor Racicot for a remarkable program operator who set the standard for non-traditional training statewide. The program operator has left Montana to educate women in the former Soviet Union country of Slovakia

The Compliance Specialist and the Internal EEO Officer have met with a welfare reform representative from the state Department of Health and Human Services in an attempt to develop work experience opportunities within MDT for welfare recipients. They have also met with all MDT district Personnel Specialists to solicit their support for work experience opportunities. No action has been formalized, however, MDT will assist with equipment and/or opportunities in 1997.

In September, the Compliance Specialist narrated a payroll video targeted to educate DBE firms. That video is still in draft form at this time but will be distributed to any interested contractor in 1997 with a priority given to DBE firms

The Civil Rights Trainee at the division FHWA office observed the planning session for the 1996 compliance review season. a bid letting and three compliance reviews with the Compliance Specialist as her guide

The 1996 Civil Rights Bureau's Incentive/Disincentive program goals and accomplishments for reservation projects, as of November 22, 1996, are as follows:

Project	% Complete	Laborers' Goal	Teamsters' Goal	Operators', Etc. Goal
Fort Belknap F 1-7(9)430	100	80% - 86%*	40% - 53%*	30% - 29%*
Lame Deer-North STPP 39-1(22)0	100	75% - 86%*	55% - 98%*	35% - 74%*
Ashland-West NH 37-2(12)64	100	75% - 88%*	55% - 78%*	35% - 53%*
Polson-South (north section) STPPS 354-1(4)1	100	80% - 81%*	50% - 55%*	50% - 32%*
Polson-Elmo NH 5-2(59)67	100	80% - 74%*	50% - 47%*	50% - 37%*
Polson-South (south section) STPS 354-1(5)4	98	80% - 83%*	50% - 79%*	50% - 53%*

\*number after hyphen denotes percentage actually achieved

### C. Accomplishments

#### 1. Contract Compliance Review Activities for Calendar Year - Construction Season 1996

- a. Number of reviews conducted in 1996: . . . . . 9
- b. Number of contractors reviews: . . . . . 9
- c. Number of contractors found in-compliance: . . . . . 9\*
- d. Number of contractors found in non-compliance: . . . . . 0
- e. Number of show-cause notices issued: . . . . . 0
- f. Number of show-cause notices rescinded: . . . . . 0
- g. Number of unresolved show-cause notices: . . . . . 0
- h. Number of follow-up reviews conducted: . . . . . 1

\*2 voluntary corrective action plans

A Great Falls contractor used 86 men and only two women on a federal-aid project in the 1995 construction season. In 1996, a follow-up review revealed a 7% female work force on another federal-aid project.

Educating contractors about EEO, compliance reviews and referral sources seems to be the most successful method to achieve contract requirements.

## **2. Contract Sanctions**

No EEO Contract Compliance sanctions were taken against federal-aid highway contractors in calendar year 1996

## **3. Complaints**

All EEO complaints against federal-aid highway contractors in Montana were resolved at the contractor level or filed with the Montana Human Rights Commission in calendar year 1996

## **4. Innovative Programs - Action Items Planned for Calendar Year 1997**

**Action Item 97-1:** Modify annual contractor workshops to accommodate small group discussion. The 1996 format of training new contractors at separate times from experienced contractors worked well. However, experienced contractors need a new approach to improve their understanding.

**Target date:** March, 1997

**Action Item 97-2:** Revise the LC 1, EEO and Labor Spot Check form, to obtain comprehensive employee information at on-site portion of compliance reviews.

**Target Date:** May, 1997

### **a. Program Management.**

It is likely that the Civil Rights Bureau Chief position will be filled on a permanent basis in calendar year 1997. When that occurs, it could leave the EEO Contract Compliance Officer's position vacant.

### **b. Contract Compliance Review Activities.**

The compliance review goal for calendar year 1997 is twelve (12) formal reviews. Montana's reviews are always comprehensive; they include a site visit, interviews with every employee on the job that particular day and a "commercially useful function" interview every DBE represented.

### **c. Compliance and Enforcement Actions.**

No changes in contract sanctions are anticipated in 1997.

### **d. EEO Complaints Against Contractors.**

The Civil Rights Bureau has a policy in place to review federal-aid contractors with questionable recruitment, hiring or employee practices. An EEO complaint, which was unsubstantiated, was lodged against a Montana contractor in 1996. That contractor will be reviewed in 1997.



## **PART II INTERNAL PROGRAM**



## **A. Program Overview:**

### **1. Overall Status**

There have been no changes in either the executive management level of the Montana Department of Transportation (MDT) or in the management of the Civil Rights Bureau (CRB) during the past calendar year. No changes have occurred in the organizational structure and no major changes have occurred in personnel policies.

MDT's 1995 report indicated the intent to fill the DBE Supportive Services position in-house rather than externally. The person hired for this position is of Native American descent.

MDT is signatory to three bargaining agreements: Crafts, Montana Public Employees Association (MPEA) and American Federated State, County and Municipal Employees (AFSCME). Vacant positions covered by these agreements must be posted internally before external publication can occur, thereby giving current qualified employees the first opportunity a positions. Additionally, MDT is subject to the Montana Veterans' Preference Act, Handicap Preference Act and Montana House Bill 522 (RIF). The RIF law requires any qualified State employee who has been RIFed to have job preference in other State agency job vacancies.

### **2. Progress On Action Items from Previous Update**

**Action Item 96-1:** Develop a highway construction surveying course which will provide basic hands-on training to those interested in surveying as an occupation.

**Action Taken:** The Missoula and Great Falls District offices developed the training curriculum. Due to a number of tribal controversies and staffing changes at some of the female referral sources, course delivery has not occurred. This action item will be carried forward.

**Action Item 96-2:** Develop a plan to assure that training is accomplished in a fair and equitable manner for permanent and temporary females.

**Action Taken:** The plan along with supporting documentation has been developed and is ready for formal adoption by the Administrative staff.

**Action Item 96-3:** Participate in the Governor's School to Work Program. Develop and implement the school to work plan involving students, MDT supervisors and instructors.

**Action Taken:** The MDT Public Affairs Information Specialist provided lectures and hands-on work assignments for Helena High's advanced desk top publishing students. The MDT Print Unit also participated in the project. The students developed, from preliminary layout to final printing, an MDT non-traditional occupation brochure. This brochure is being used statewide for MDT recruiting purposes.

An MDT Traffic Engineer is working with Helena High students to help them develop all of the necessary data to measure and ultimately pave the student parking lot at the school.

### 3. Complaints

Complainant Gender	Basis	Area	Status	Location
Male	Other*	Race	Cause	Internal
Female	Relocation	Sex	No Cause	Internal
Female	Other*	Sex	Cause	Internal#
Female	Work Assignment	Race/Sex	No Cause	Internal
Female	Other*	Sex	Cause	Internal@
Male	Other*	Race	No Cause	Internal
Female	Work Assignment et al	Race/Sex	Cause	Internal#
Female	Work Assignment	Sex	Cause	Internal#
Female	Work Assignment	Sex	Pending	Human Rights Commission
Female	Work Assignment	Sex	No Cause	Internal#
Female	Work Assignment et al	Sex/retaliation	Cause	Internal
Male	Work Assignment et al	Sex	No Cause	Internal
Female	Work Assignment et al	Sex	No Cause	Internal
Female	Work Assignment et al	Disability	Pending	Internal

\* inappropriate language, # informal, @ Title VI

## B. Personnel Policies - Practices

### 1. Applicant Flow:

MDT does not have a promotion program. In order for upgrades to occur, the vacant position is posted and internal employees apply for the position. Analysis of applicant flow data for internal positions indicates that 33% of the women who apply for internal vacancies are hired compared to 23% of the males. The same is true of minority group persons. Thirty-three percent of the Native Americans and 35% of the combined minority groups were hired compared to 24% of the non-minority applicants. This analysis indicates when qualified women and minorities apply for positions they are, in fact, hired in equal or sometimes higher ratios than male applicants. **See Internal Applicant Flow graphic.**

MDT does make use of different career ladder (cl) policies for employee advancement. Specific criteria must be completed in each cl in order for the employee to advance.

MDT INTERNAL APPLICANT FLOW										S/I = Statistically Insignificant		
Percentages are rounded to nearest whole												
EEO CATEGORY	TTL. APPS.	CAUCASIAN	NATIVE AMERICAN	HISPANIC	ASIAN	BLACK	UNKWN	OTHER MINORITY	MALE	FEMALE	UNKWN	
PROFESSIONALS												
TOTAL APPLICANTS	101	98	0	0	0	0	2	1	83	18	0	
NUMBER HIRED	20	19	0	0	0	0	0	1	15	5	0	
PERCENT HIRED	20%	19%	0%	0%	0%	0%	0%	100%	18%	28%	0%	
ADVERSE IMPACT		NO					S/I	S/I		NO		
TECHNICIANS												
TOTAL APPLICANTS	111	104	3	0	0	0	0	4	69	42	0	
NUMBER HIRED	25	22	2	0	0	0	0	1	13	12	0	
PERCENT HIRED	23%	21%	67%	0%	0%	0%	0%	25%	19%	29%	0%	
ADVERSE IMPACT			S/I							NO		
PROTECTIVE SERVICES												
TOTAL APPLICANTS	12	12	0	0	0	0	0	0	9	3	0	
NUMBER HIRED	4	4	0	0	0	0	0	0	3	1	0	
PERCENT HIRED	33%	33%	0%	0%	0%	0%	0%	0%	33%	33%	0%	
ADVERSE IMPACT									NO	S/I		
OFFICE/CLERICAL												
TOTAL APPLICANTS	8	8	0	0	0	0	0	0	1	7	0	
NUMBER HIRED	6	6	0	0	0	0	0	0	1	5	0	
PERCENT HIRED	75%	75%	0%	0%	0%	0%	0%	0%	100%	71%	0%	
ADVERSE IMPACT												
SKILLED CRAFT												
TOTAL APPLICANTS	181	172	8	0	0	0	1	0	171	10	0	
NUMBER HIRED	45	43	2	0	0	0	0	0	42	3	0	
PERCENT HIRED	25%	25%	25%	0%	0%	0%	0%	0%	25%	30%	0%	
ADVERSE IMPACT							S/I		NO			
SERVICE MAINTENANCE												
TOTAL APPLICANTS	28	27	1	0	0	0	0	0	28	0	0	
NUMBER HIRED	8	8	0	0	0	0	0	0	8	0	0	
PERCENT HIRED	29%	30%	0%	0%	0%	0%	0%	0%	29%	0%	0%	
ADVERSE IMPACT		NO	S/I						NO			

The external applicant flow analysis indicates 303 males applied for positions compared to 152 females. Overall 10% of the female applicants were hired compared to 14% of the male applicants. Females who were not hired, generally failed at the minimum qualifications stage. Adverse impact analysis indicated minimum qualifications were job related. Seventeen persons from other minority groups applied for positions, 24% were hired. Thirteen per cent of the non-minority applicants were hired. This calendar year, none of the 13 Native American applicants were hired.

Adverse impact analysis of the positions for which Native Americans applied indicated the following:

Professional Category -- 4 applicants applied for four of the 23 different positions posted

- 2 failed minimum qualifications
- 1 submitted an incomplete application
- 1 failed the written test
- all selection criteria were job related

Technician Category -- 8 applicants applied for 5 of the 13 different positions posted

- 1 did not score high enough to be considered substantially equally qualified
- 5 failed written test
- 2 failed minimum qualifications
- written tests were found to be job related and did not include questions which may have an adverse impact on Native Americans

Skilled Craft -- Only one applicant applied. No adverse impact study was conducted.

PERCENTAGES ARE ROUNDED TO NEAREST WHOLE				MDT EXTERNAL APPLICANT FLOW							S/I = STATISTICALLY INSIGNIFICANT		
EEO CATEGORY	TTL APPS	CAUCASIAN	NATIVE AMERICAN	HISPANIC	ASIAN	BLACK	UNKWN	OTHER MINORITY	MALE	FEMALE	UNKWN		
OFFICIALS - ADMIN													
TOTAL APPLICANTS	7	7	0	0	0	0	0	0	7	0	0		
NUMBER HIRED	1	1	0	0	0	0	0	0	1	0	0		
PERCENT HIRED	14%	14%	0%	0%	0%	0%	0%	0%	14%	0%	0%		
ADVERSE IMPACT		NO											
PROFESSIONALS													
TOTAL APPLICANTS	254	232	4	0	0	0	6	12	162	92	0		
NUMBER HIRED	24	21	0	0	0	0	0	3	18	6	0		
PERCENT HIRED	9%	9%	0%	0%	0%	0%	0%	25%	11%	7%	0%		
ADVERSE IMPACT									NO	YES			
TECHNICIANS													
TOTAL APPLICANTS	89	76	8	0	0	0	1	4	67	22	0		
NUMBER HIRED	13	12	0	0	0	0	0	1	9	4	0		
PERCENT HIRED	15%	16%	0%	0%	0%	0%	0%	25%	13%	18%	0%		
ADVERSE IMPACT							S/I			NO			
PROTECTIVE SERVICES													
TOTAL APPLICANTS	8	8	0	0	0	0	0	0	5	3	0		
NUMBER HIRED	1	1	0	0	0	0	0	0	0	1	0		
PERCENT HIRED	13%	13%	0%	0%	0%	0%	0%	0%	0%	33%	0%		
ADVERSE IMPACT										S/I			
OFFICE - CLERICAL													
TOTAL APPLICANTS	43	43	0	0	0	0	0	0	9	34	0		
NUMBER HIRED	11	11	0	0	0	0	0	0	7	4	0		
PERCENT HIRED	26%	26%	0%	0%	0%	0%	0%	0%	78%	12%	0%		
ADVERSE IMPACT		NO							NO				
SKILLED CRAFT													
TOTAL APPLICANTS	24	23	1	0	0	0	0	0	24	0	0		
NUMBER HIRED	2	2	0	0	0	0	0	0	2	0	0		
PERCENT HIRED	8%	9%	0%	0%	0%	0%	0%	0%	8%	0%	0%		
ADVERSE IMPACT		NO	S/I						NO				
SERVICE MAINTENANCE													
TOTAL APPLICANTS	30	27	0	0	0	0	2	1	29	1	0		
NUMBER HIRED	5	5	0	0	0	0	0	0	5	0	0		
PERCENT HIRED	17%	19%	0%	0%	0%	0%	0%	0%	17%	0%	0%		
ADVERSE IMPACT		NO					S/I	S/I	NO				



Despite the following recruitment efforts, it continues to be difficult to obtain minority and female applicants for permanent positions. During the past two years, efforts by Billings, Butte and Glendive District Personnel Specialists have substantially increased the numbers of minority and/or male persons employed in the temporary workforce, particularly in the non-traditional or blue collar trades. Past research indicates that 80% to 85% of our permanent workers come from the temporary workforce. It is reasonable to assume that as more of the protected groups become employed in a temporary capacity we will continue to see more moving into the permanent positions.

CRB personnel, District Personnel Specialists (DPS) and District Centralized Services Supervisors (DCSS) routinely meet with identified minority and female referral sources. The purpose of these meetings is broad and ranges from recruitment purposes to providing educational programs.

MDT participated in career fairs at the four tribal colleges who sponsored them and also at the two major Montana universities. A number of MDT employees visited with and provided demonstrations for various elementary school, middle school and high school classes. Billings District personnel participated in a career day held at the Women's Correctional Facility.

A new dimension of recruitment was implemented this past year. Work experience opportunities have been provided for clients/students of various kinds of programs ranging from vocational rehabilitation to vocational technical schools. At the present time, two females and one male have applied for permanent positions and were hired. Two disabled persons are currently participating in work experience programs in our Legal Division and Engineering Division. This program provides an opportunity for persons with little or no experience to gain the necessary skills to apply for positions either with MDT or with other employers.

## 2. Progress in female and minority hiring goals

Female hiring goals were accomplished or exceeded in all but two categories. The following ten year analysis indicates that females have made significant gains in MDT's three largest EEO categories.

	1986	1996	+ or -
Professionals	42	91	+49
Technicians	75	139	+64
Skilled Craft	1	13	+12

PROGRESS IN FEMALE HIRING GOALS JANUARY 1, 1996 THRU DECEMBER 31, 1996						
EEO 4 CATEGORY	TOTAL FEMALES 1995	TOTAL FEMALES 1996	TOTAL NO NEW HIRE EMPLOYEES	FEMALE HIRING GOALS	TOTAL NO FEMALE NEW HIRES	ACCOMPLISHED
OFFICIALS/ADMINISTRATORS	1	1	1	1	0	NO
PROFESSIONALS	86	91	24	0	6	N/A
TECHNICIANS	135	139	13	8	4	NO
PROTECTIVE SERVICES	13	13	1	1	1	YES
PARAPROFESSIONALS	0	0	0	0	0	N/A
CLERICAL	31	44	12	0	5	N/A
SKILLED CRAFT	10	13	2	1	0	NO
SERVICE/MAINTENANCE	5	4	5	1	0	NO

- 1 The total number of new hires does not include persons who were currently employed and transferred to other positions within MDT.
- 2 Employee selections are subject to bargaining agreements, Montana Veterans' Preference Act and Montana House Bill 522 (RIF).



Meeting minority hiring goals continues to be difficult. Montana has a very low minority population. MDT's minority employment statistics show some small improvement during the past ten years. The Glendive District has reached parity with Native American employment in the Skilled Draft and Service Maintenance categories. As in the case of the females, we are beginning to see a trend indicating more minorities, particularly Native Americans, being hired as temporary employees. This increase should begin to be seen in the permanent statistical data as they move from the temporary ranks to the permanent workforce.

ALL MINORITY GROUPS	1986	1996	+ or -
Professionals	6	14	+8
Technicians	22	28	+6
Skilled Craft	16	43	+27
NATIVE AMERICANS	1986	1996	+ or -
Professionals	3	6	+3
Technicians	15	18	+3
Skilled Craft	16	40	+24

**PROGRESS IN MINORITY HIRING GOALS JANUARY 1, 1996  
THRU DECEMBER 31, 1996**

EEO 4 CATEGORY	TOTAL MINORITY 1995	TOTAL MINORITY 1996	TOTAL NO. NEW HIRE EMPLOYEES	MINORITY HIRING GOALS	TOTAL NO MINORITY NEW HIRES	ACCOMPLISHED
OFFICIALS/ADMINISTRATORS	0	0	1	1	0	NO
PROFESSIONALS	8	14	24	0	3	YES
TECHNICIANS	20	28	13	3	1	NO
PROTECTIVE SERVICES	4	5	1	1	0	NO
PARAPROFESSIONALS	0	0	0	0	0	N/A
CLERICAL	3	4	12	1	0	NO
SKILLED CRAFT	41	43	2	0	0	N/A
SERVICE/MAINTENANCE	1	1	5	3	0	NO

1. The total number of new hires does not include persons who were currently employed and transferred to other positions within MDT.
2. The 1996 minority column includes 5 females in Professionals, 7 females in Technicians, 1 female in Protective Services, 3 female in Clerical and 1 female in Skilled Craft.
3. Employee selections are subject to bargaining agreements, Montana Veterans' Preference Act, Montana House Bill 522 (RIF).

**SEPARATION REPORT**

MDT implemented an exit interview program on a trial basis this year. Beginning mid-year, the Civil Rights Bureau sent out exit interview forms to employees. The forms were sent out within ten days after employees terminated. It was our hope that these former employees would provide information regarding their employment with MDT. There was only a 26% return on the forms and all but one was positive. The circumstances described in the one negative report were investigated. The CRB determined that the issues raised were not of a civil rights nature.

# SEPARATION TOTALS

EEO CATEGORY	ALL EMPLOYEES			MALE					FEMALE				
	MALE	FEMALE	TOTAL	WHITE	BLACK	SPANISH SURNAME	ASIAN AMERICAN	NATIVE AMERICAN	WHITE	BLACK	SPANISH SURNAME	ASIAN AMERICAN	NATIVE AMERICAN
OFFICIALS/ADMINISTRATORS	0	0	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS	10	4	14	10	0	0	0	0	4	0	0	0	0
TECHNICIANS	28	11	39	27	0	1	0	0	10	0	0	0	1
PROTECTIVE SERV WORKERS	8	1	9	8	0	0	0	0	0	0	0	0	1
PARAPROFESSIONALS	0	0	0	0	0	0	0	0	0	0	0	0	0
OFFICE & CLERICAL	2	1	3	1	0	0	0	1	1	0	0	0	0
SKILLED CRAFT WORKERS	19	0	19	19	0	0	0	0	0	0	0	0	0
SERVICE/MAINTENANCE	3	1	4	3	0	0	0	0	1	0	0	0	0
TOTALS	70	18	88	68	0	1	0	1	16	0	0	0	2

REASON	ALL EMPLOYEES			MALE					FEMALE				
	MALE	FEMALE	TOTAL	WHITE	BLACK	SPANISH SURNAME	ASIAN AMERICAN	NATIVE AMERICAN	WHITE	BLACK	SPANISH SURNAME	ASIAN AMERICAN	NATIVE AMERICAN
FORCE CUT	1	0	1	1	0	0	0	0	0	0	0	0	0
FOR CAUSE	3	0	3	3	0	0	0	0	0	0	0	0	0
DECEASED	2	0	2	2	0	0	0	0	0	0	0	0	0
PERSONAL REASONS	33	10	43	31	0	1	0	1	8	0	0	0	2
ATTEND SCHOOL	1	0	1	1	0	0	0	0	0	0	0	0	0
OTHER EMPLOYMENT	3	2	5	3	0	0	0	0	2	0	0	0	0
RETIREMENT	19	3	22	19	0	0	0	0	3	0	0	0	0
ILLNESS	1	0	1	1	0	0	0	0	0	0	0	0	0
DINER REASONS	7	2	9	7	0	0	0	0	2	0	0	0	0
VOLUNTARY	0	1	1	0	0	0	0	0	1	0	0	0	0
TOTALS	70	18	88	68	0	1	0	1	16	0	0	0	2

## TRAINING REPORT

TRAINING REPORT								
JOB CATEGORY	ALL	MALE	% MALE	FEMALE	% FEMALE	MINORITY	% MINORITY	NATIVE AMERICAN
<b><u>OFFICIALS/ADMINISTRATORS</u></b>								
# OF EMPLOYEES	88	67	76.14	21	23.86	4	4.55	0
# OF HOURS	623.80	491.50	78.79	132.30	21.21	30.00	4.81	0.00
<b><u>PROFESSIONALS</u></b>								
# OF EMPLOYEES	1,535	1,217	79.28	318	20.72	31	2.02	16
# OF HOURS	14,609.50	11,784.00	80.66	2,825.50	19.34	300.00	2.05	149.50
<b><u>TECHNICIANS</u></b>								
# OF EMPLOYEES	2,110	11,613	76.45	497	23.55	110	5.21	91
# OF HOURS	19,209.50	15,013.90	78.16	4,195.60	21.84	989.30	5.15	764.80
<b><u>PROTECTIVE SERVICE</u></b>								
# OF EMPLOYEES	1,270	1,031	81.18	239	18.82	83	6.54	83
# OF HOURS	7,267.10	5,880.70	80.92	1,386.40	19.08	474.30	6.53	474.30
<b><u>OFFICE/CLERICAL</u></b>								
# OF EMPLOYEES	68	15	26.47	50	73.53	4	5.88	2
# OF HOURS	335.90	73.10	21.76	262.80	78.24	19.50	5.81	12.00
<b><u>SKILLED CRAFT</u></b>								
# OF EMPLOYEES	1,159	1,148	99.05	11	0.95	61	5.28	55
# OF HOURS	7,083.20	7,034.20	99.31	49.00	0.69	336.00	4.74	320.00
<b><u>SERVICE MAINTENANCE</u></b>								
# OF EMPLOYEES	134	130	97.01	4	2.99	1	0.75	1
# OF HOURS	897.00	881.00	98.22	16.00	1.78	8.00	0.89	8.00

MDT has recently been advised by the state Department of Administration that this report may no longer be available. We are in the process of evaluating other software which will enable us to capture more appropriate and realistic statistical data.

### 3. Action Items Planned for Calendar Year 1997

**Action Item 97-1:** Develop a system for monitoring and tracking applicant flow for temporary hires.

**Background:** Applicant flow and other statistical data are not adequately maintained relative to temporary employees. The analysis appears to indicate that at least 80% of permanent employees come from temporary ranks. Failure to employ protected group persons in the temporary ranks almost guarantees protected group persons will not be in the permanent ranks.

#### Action to be taken:

1. Set up specific written guidelines and criteria to accurately reflect applicant flow for all temporary hires.
2. Develop guidance which will assure that substantially equally qualified criteria is considered for each temporary selection.

**Responsible Official:** Billings Personnel Specialist  
Human Resources Personnel Specialist  
EEO Program Manager

**Target Date:** First Quarter 1997

**ACTION ITEM 97-2:** Complete last phase of Action Item 96-2 re development of maintenance training for protected group persons

**Background:** During the 1996 program year the District Centralized Services Supervisors (DCSS) developed guidelines to accomplish the action item. These guidelines need to go forward to management level for approval.

**Action to be taken:** Meet with the Director and other appropriate management officials to obtain approval for implementation.

**Responsible Officials:** Missoula DCSS, Great Falls DCSS, EEO Program Manager

**Target Date:** First Quarter 1997

**ACTION ITEM 97-3:** Analyze occupational statistical data to determine accuracy

**Background:** Statistical data relative to occupational availability of minorities and females appears excessively high in some categories.

**Action to be Taken:** Review crosswalk and other statistical data to assure previously used criteria is correct. Analyze and make appropriate recommendations for correction as necessary.

**Responsible Officials:** EEO Program Manager  
EEO Compliance Specialist  
EEO Administrative Support

**Target Date:** June 1997

#### 1990 CENSUS STATISTICAL DATA

ETHNICITY	POPULATION	PERCENTAGE
White	741,111	91.8%
Black	2,381	0.3%
American Indian, Aleut, Eskimo	47,679	5.9%
Asian	4,259	0.5%
Hispanic	12,174	1.5%

Percentages have been rounded to nearest hundredth.

According to 1990 census data Montana's minority population is 8.2%. As indicated previously, our largest minority group is Native American. MDT's current employment statistics indicate that 2.3% of the workforce is Native American and 1.3% is comprised of members of other minority groups. Assuming the availability data provided by the Montana Department of Administration is accurate, some under-representation continues to exist for minority group persons.



UNDER REPRESENTATION 1996									
OCCUPATIONAL GROUP	MDT WORKFORCE			AVAILABLE WORKFORCE- 1993 CENSUS DATA		UNDER REPRESENTATION		NO. NEEDED FOR PARITY	
	TOTAL EMPLOYEES	TOTAL FEMALES	TOTAL MINORITY	FEMALE %	MINORITY %	FEMALE	MINORITY	FEMALE	MINORITY
OFFICIALS/ADMIN	14	1	0	25.07%	5.76%	YES	YES	3	1
PROFESSIONAL	439	91	14	28.20%	2.42%	YES	NO	33	4
TECHNICIANS	561	139	28	35.85%	5.49%	YES	YES	84	3
PROTECTIVE SERVICE	78	13	5	44.20%	3.10%	YES	NO	20	0
OFFICE/CLERICAL	61	44	4	56.89%	6.57%	NO	NO	0	1
SKILL CRAFT	607	13	43	10.58%	7.17%	YES	YES	51	0
SERVICE/MAINTENANCE	44	4	1	35.05%	10.65%	YES	YES	11	2
TOTAL	1804	305	95						

1. The Minority column includes 5 females in Professional, 7 Females in Technicians, 1 Female in Protective Service, 3 Females in Clerical and 1 Female in Skilled Craft

Despite the progress made in the last ten years regarding females, significant under-representation continues to exist in all EEO categories. As indicated earlier, this under-representation is based on figures provided by the Montana Department of Administration.

Although the following hiring goals seems to be minimal, they are realistic when compared to the availability of hiring opportunities within the Department. As indicated by the applicant flow analysis statistics, when qualified protected group persons apply for positions, they are generally selected. MDT plans to continue working with tribal colleges and participating in the development of course curriculum which would be beneficial to both the students and ourselves.

Five Year Goals																										
EEO 4 Categories		1997					1998					1999					2000					2001				
	A I		Other		Non Fem	A I		Other		Non Fem	A I		Other		Non Fem	A I		Other		Non Fem	A I		Other		Non Fem	
	M	F	M	F		M	F	M	F		M	F	M	F		M	F	M	F		M	F	M	F		
Officials/Administrators	1	0	0	0	1	1	0	0	0	1	1	0	0	0	1	1	0	0	0	1	1	0	0	0	1	
Professionals	1	1	0	0	1	1	1	0	0	1	1	0	0	0	4	0	0	0	0	0	0	0	0	0	1	
Technicians	2	1	0	0	6	2	1	0	0	6	1	0	0	0	2	1	2	0	0	6	2	1	0	0	6	
Protective Services	1	1	0	0	1	1	1	0	0	1	0	0	0	0	0	0	1	0	0	2	1	1	0	0	1	
Paraprofessional	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Office/Clerical	0	1	0	1	0	0	1	0	1	0	0	1	0	0	0	0	1	0	0	0	0	1	0	1	0	
Skilled Craft	0	1	1	0	3	0	1	1	0	3	1	0	0	0	1	0	0	0	0	4	0	1	1	0	3	
Service/Maintenance	0	1	1	0	1	0	1	1	0	1	1	0	0	0	1	1	1	0	1	1	0	1	1	0	1	

A I = American Indians  
Other = All other minorities

## EEO 4 REPORT

The EEO 4 report was not available at the time this document was sent to print. The report will follow as an addendum.



The Montana Department of Transportation (MDT) attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program or activity of the department. Alternative accessible formats of this document will be provided upon request. For further information, please contact

Civil Rights Bureau  
Department of Transportation  
2701 Prospect Ave.  
PO Box 201001  
Helena, Mt 59620-1001  
(406) 444-6331 Phone  
(406) 444-7685 Fax  
(406) 444-7696 TTY

75 copies of this booklet were produced at an estimated cost of \$ .36 each, for a total of \$27.00. For copies that were mailed, the individual cost was \$1.01 per copy.